

- 5.4 A driver shall not put a pupil off the bus for misbehaviour. In a severe case of misbehaviour which affects the safety of the bus or of the other passengers on the bus the driver should seek assistance from other bus company staff, school staff or the police by any reasonable means.
- 5.5 Drivers are asked to note the incidence of bullying amongst pupils and to report problems of this kind to the school.

6 Refusal of transport

- 6.1 Under no circumstances will pupils be refused transport without the expressed permission of the relevant Education Authority.

7 Tickets or passes

- 7.1 Where pupils have been issued with a ticket or pass to show their entitlement to use the transport, a child claiming to be travelling to or from school shall not be refused travel where they are unable to produce their pass.
- 7.2 Where a pupil who has been issued with a pass regularly refuses to display a pass on boarding this should be reported to the school.



8 Carriage of unauthorised persons

- 8.1 No unauthorised person is to travel in the vehicle whilst it is on contract to the Education Authority.

9 Smoking

- 9.1 No smoking is permitted on school contract vehicles. Drivers **MUST** ensure this is enforced and must not smoke themselves



NOTE: The above should not be taken as a complete list of good practices.

Code of Conduct

for drivers of school transport



current at January 2009

www.spt.co.uk



This Code of Practice is issued on behalf of education authorities for whom SPT acts as agent



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Operators are responsible for taking all reasonable care of the pupils temporarily in their charge. These guidelines concern the safety of passengers in normal operation, in the case of breakdown and other emergency, and for dealing with misbehaviour by pupils on the transport. In any of these circumstances the driver of the vehicle will be the only person in a position to decide the appropriate action to take.

Operators must ensure that drivers are suitably briefed to cope with these possibilities.

1 Safety during normal operation

- 1.1 Drivers **MUST** carry out a pre-service inspection of their vehicle before the vehicle is used on a contract.
- 1.2 Keep the doors closed until you have brought the bus/vehicle to a complete standstill.
- 1.3 Before moving off, make sure that doors are properly closed, and that no coats, bags, etc. are caught in the mechanism of the door – from inside or outside. Check the nearside mirror every time before moving.
- 1.4 Pay particular attention to nearside mirrors in case latecomers attempt to board.
- 1.5 Discourage children from crossing in front of the vehicle.
- 1.6 Ensure that all children are picked up and set down at a suitable and safe place, paying special attention to any hazards, traffic or obstructions.
- 1.7 Ensure that the number of passengers does not exceed the permitted number.
- 1.8 Ensure that all doors and emergency exits remain free of any obstruction, giving a clear exit in the case of an emergency.
- 1.9 Drivers should try to ensure that pupils remain seated whilst travelling.
- 1.10 Where child-proof locks are fitted to a vehicle the locks should be in the 'child safe' position for school contract journeys.



2 Seating arrangements and wearing of seat belts in motor cars

- 2.1 Drivers must be aware of their legal responsibilities for the wearing of seatbelts on school transport vehicles which vary depending on the type of vehicle and the age of the pupils. If difficulties are experienced in gaining co-operation from pupils in the wearing of seatbelts then the problem should be reported to the child's head teacher in writing through the management of the company.
 - 2.2 In all cases seatbelts appropriate to the child's size must be used including, if necessary, the use of booster cushions.
 - 2.3 On primary school contracts the eldest child should sit in the front seat wherever practicable. Children should not travel in the front unless all the rear seats are occupied.



3 Safety in case of breakdown or accident

- 3.1 In case of breakdown or accident the driver should normally instruct the pupils on the vehicle to stay on the vehicle if he requires to leave it to summon assistance.
- 3.2 In the event that transport becomes immobilised, children shall be instructed to stay on the vehicle until rescue can be organised, except on motorways.
- 3.3 Where contracts use motorways specific instructions are issued by SPT which **MUST** be followed.



4 Adverse weather conditions

- 4.1 In adverse weather conditions drivers **MUST** liaise with Head Teachers to ensure the children are safe.
- 4.2 In periods of snow and ice the driver must use his discretion to decide whether a road is passable or not. He should endeavour to choose a route which gives the greatest number of children a reasonable chance of getting to school in safety.
- 4.3 At their discretion drivers may abandon a morning journey and return all pupils already picked up to their homes and inform the Head Teacher concerned.
- 4.4 On homeward journeys pupils shall only be set down at their normal vehicle set down point. If it is likely that the vehicle will be unable to take the pupils to that point, contingency plans should be made with the Head Teacher.
- 4.5 In the event that transport becomes stuck because of blocked roads, children shall be instructed to stay on the vehicle until rescue can be organised.



5 Misbehaviour by pupils on transport

- 5.1 In the first instance misbehaviour is likely to come to the attention of the driver. The driver should warn the child about their behaviour and ask them to stop it and it may be that this will often be sufficient action.
- 5.2 In the case of more serious misbehaviour or repeated misbehaviour the driver should take all reasonable steps to identify properly the pupil(s) concerned. He may request the assistance of senior pupils on the bus to identify the child responsible for the misbehaviour and he may ask for and retain the child's season ticket or pass as proof of identity. Having identified the child he should report the incident either to the child's Head Teacher or to his supervisor.
- 5.3 A supervisor receiving a report of misbehaviour should send the details directly to the Head Teacher concerned with any ticket or pass taken from the pupil.

